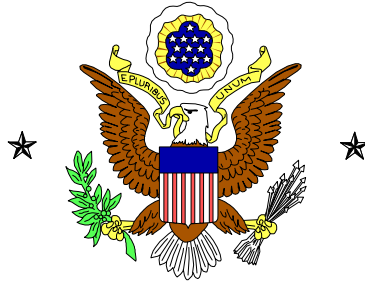


UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF VIRGINIA
ROANOKE DIVISION

Phone: (800) 416-6828

Richard H. Poff Federal Building
210 Franklin Road, SW
Room 339
Roanoke, VA 24011



SUMMONS FOR GRAND JURY SERVICE

THIS COURT SUMMONS YOU TO APPEAR FOR GRAND JURY DUTY

You will be "*on call*" for a period of one year. When your name is drawn for jury service, you will receive a **NOTICE TO GRAND JURORS TO APPEAR** to give you a specific date on which you will be required to report for jury service. You will be assigned to a panel the first time you are summoned and will remain on that panel throughout the duration of your grand jury service. Your panel will be called for service each month for a period of one year and you will be notified approximately two weeks in advance of your required attendance for grand jury service.

Please read the attached Petit Jury Information Sheet. These instructions should be read carefully and you should find them self-explanatory. However, if after reading them completely, you have any questions, please phone the Jury Administrator's Office at (800) 416-6828.

You should be aware that Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days or both."

You **MUST** complete the enclosed Juror Information Form and return to the Court within ten (10) working days.

Please read attached information before calling Jury Administrator

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

GRAND JURY INFORMATION SHEET - ROANOKE DIVISION

The following information will be important throughout your term of jury service. It is suggested that you **keep this information sheet and refer to it each time you receive a NOTICE FOR JURY SERVICE**. Other questions regarding jury service should be addressed to the Office of the Clerk, United States District Court, P. O. Box 1234, Roanoke, Virginia, 24006. Telephone toll-free 1-800-416-6828.

LOCATION: The United States Courthouse is located in the Richard H. Poff Federal Building at 210 Franklin Road, SW. Each day you are scheduled to report for jury service, you should register at the Office of the Clerk, Room 339.

JURY TERM: Grand Jurors will be subject to call for service for a period of one (1) year, taken from a jury list of approximately 225 persons. Regular Grand Jury meets on the third Tuesday of each month January through October and on the second Tuesday in the months of November and December. Grand Jury is normally in session two to three days each month. Grand Jury meets in Roanoke and the jurors are drawn from the qualified jury lists for Danville, Lynchburg, and Roanoke Divisions.

REQUESTS TO BE EXCUSED: The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire term. As soon as you know of the dates you need to be excused, please notify the court in writing. Except for unforeseen emergency situations, requests to be excused from jury service on the basis of undue hardship or extreme inconvenience will not be considered unless a written request is filed with the Clerk, not less than three days **prior** to the date a juror is required to report. If you appear for jury duty only to request an excuse, you **will not** be paid fees. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician. The Clerk **will not** contact your physician for this information. ****Do not ask your employer to request an excuse for you-requests from your employer will not be considered.**

EMPLOYMENT STATUS: Federal Law (28 U.S.C. §1875) provides for the protection of jurors' employment. A discharge from employment, a threat to discharge, intimidate or coerce any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

FEDERAL GOVERNMENT EMPLOYEES: Full time, part time, or temporary employees of the Federal Government, **excluding Postal employees**, who serve as jurors in Federal Court are not entitled to an attendance fee, unless such person was in a non-pay status during all or part of his period of jury service. If you are a Federal Government employee, you should report this fact to the Office of the Clerk.

PARKING: Jurors are responsible for any violation tickets issued by the Police Department or other authority. There are a number of parking lots available within walking distance of the courthouse and require coins for machines. (Most parking lots do not have an attendant present). You will be reimbursed for reasonable parking fees incurred. **Parking at the sides and back of the courthouse is prohibited. Towing is enforced.**

FACILITIES: There is a cafeteria located on the seventh floor of the Federal Building, a telephone is located on the first floor and restrooms are located near the elevators on the second and third floors. If anyone prefers to bring their own refreshments, our office will provide a refrigerator for your use. If you need lodging and overnight facilities' information, please telephone the Jury Administrator and she will assist you.

JURY FEES: You will be paid an attendance fee of \$40.00 per day for your jury service and will be reimbursed .375 cents per mile for the round-trip mileage from your home to the courthouse. If it is necessary for you to use public transportation (except taxi cabs), the actual reasonable expense of such public transportation will be paid. If you live more than 100 miles one-way from Roanoke, you may spend the night and be paid an additional \$93.00. Your jury fees will be paid to you as soon after the session of court as possible. W-2 forms will not be issued at the end of the year; however, we suggest that you keep an independent record of your **attendance fees** received during the current year. If you earn \$600.00 or more in attendance fees in a calendar year, Form 1099 will be filed with the Internal Revenue Service reporting that income. Completion and return of the Juror Information Sheet enclosed with your summons will expedite the payment of your jury service fees.

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court or staff can do to make your service more pleasant, please let us know. You are reminded to keep this information sheet and refer to it each time you are scheduled to report for jury service, particularly to the section regarding attendance instructions.

Sincerely,

JOHN F. CORCORAN, CLERK

By:

Linda Eanes
Jury Administrator

INFORMATION FOR JURORS

The following information is provided for your use while attending Court in Roanoke. If you need any additional information, please telephone the Jury Administrator at (800) 416-6828.

LOCATIONS AND TELEPHONE NUMBERS OF HOTELS

Radisson Patrick Henry Hotel
617 Jefferson Street, South
Roanoke, VA
(540) 345-8811

Quality Inn-Civic Center
Orange Avenue & Williamson Road
Roanoke, VA
(540) 342-8961

Colony House Motor Lodge
3560 Franklin Road, SW
Roanoke, VA
(540) 345-0411

EMERGENCY MEDICAL SERVICES

Community Hospital of Roanoke Valley
101 Elm Avenue, SE
Roanoke, VA
(540) 985-8000

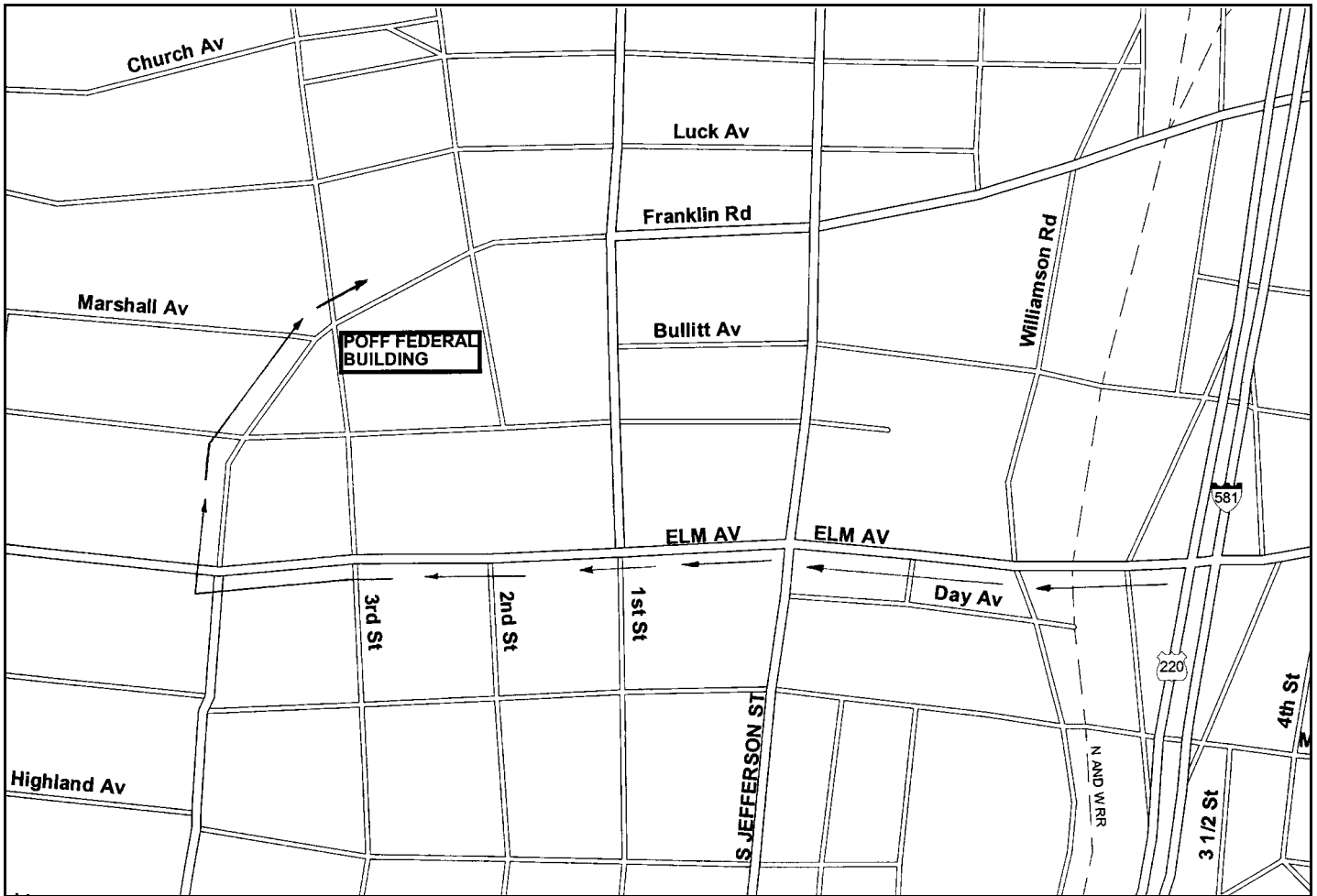
Carilion Roanoke Memorial Hospital
Bellevue Avenue & Jefferson Street, SE
Roanoke, VA
(540) 981-7000

FOOD SERVICES

There is a snack bar located on the Seventh Floor of the Poff Federal Building and Courthouse. The snack bar offers sandwiches, a hot lunch selection and a variety of beverages.

In addition, there are several inexpensive restaurants located within a block or two of the Courthouse.

DIRECTIONS TO THE FEDERAL COURTHOUSE



Directions to the Courthouse from Southbound Interstate 581:

From Interstate 581 take the Elm Avenue exit (Exit 6). Turn right (West) onto Elm Avenue. Turn right onto Franklin Road at the 4th traffic light. The Federal Courthouse will be on your right, at the intersection of Franklin Road and 3rd Street.

Directions to the Courthouse from Northbound Interstate 581/Route 220:

From Interstate 581 take the Elm Avenue exit (Exit 6). Turn left (West) onto Elm Avenue. Turn right onto Franklin Road at the 5th traffic light. The Federal Courthouse will be on your right, at the intersection of Franklin Road and 3rd Street.

GRAND JURY INFORMATION FORM

Dear Grand Juror

In order to give the court more information about you as a juror, including any information which may have changed since your juror's qualification questionnaire was submitted, would you please print answers to the questions on this form and return it in the enclosed envelope. If you have moved to another state you need only to fill out the name and address and include a telephone number.

LAST NAME FIRST MIDDLE INITIAL SOCIAL SECURITY NUMBER

STREET ADDRESS P O BOX CITY STATE ZIP () HOME PHONE NUMBER

HOW LONG HAVE YOU LIVED IN THIS COUNTY? HOW LONG HAVE YOU LIVED IN THIS STATE? (YEARS & MONTHS)

PLACE OF BIRTH AGE NUMBER OF CHILDREN HIGHEST GRADE OF EDUCATION COMPLETED

ARE YOU: (CIRCLE ONE) SINGLE MARRIED WIDOWED SEPARATED DIVORCED

ARE YOU EMPLOYED? YES / NO YOUR OCCUPATION OR BUSINESS () WORK PHONE NUMBER

YOUR FIRM OR EMPLOYER'S NAME AND BUSINESS ADDRESS

ARE YOU A SALARIED EMPLOYEE OF THE US GOVERNMENT? IF YES, GIVE DAILY WORK HOURS
AND REGULAR DAYS OFF _____.

IF RETIRED, YOUR OCCUPATION AND PLACE OF BUSINESS BEFORE RETIREMENT

SPOUSE'S OCCUPATION AND PLACE OF OCCUPATION OR BUSINESS

IF SPOUSE IS RETIRED, OCCUPATION AND PLACE OF OCCUPATION BEFORE RETIREMENT

ARE ANY CHARGES NOW PENDING AGAINST YOU FOR A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR? YES OR NO

HAVE YOU EVER BEEN CONVICTED OF A STATE OR FEDERAL CRIME PUNISHABLE BY IMPRISONMENT FOR MORE THAN ONE YEAR?
CIRCLE: YES OR NO

IF "YES," WERE YOUR CIVIL RIGHTS RESTORED?
CIRCLE: YES OR NO

DO YOU HAVE ANY PHYSICAL OR MENTAL INFIRMITY WHICH WOULD IMPAIR YOUR CAPACITY TO SERVE AS A JUROR?
CIRCLE: YES OR NO

IF "YES," STATE PHYSICAL OR MENTAL INFIRMITY.
IF ANSWER IS YES AND YOU SEEK AN INFIRMITY EXCUSE, PLEASE INSERT A LETTER FROM YOUR PHYSICIAN

I DECLARE UNDER PENALTY OF PERJURY THAT ALL ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF

SIGN HERE

DATE